YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES

Procedure No.: YTC 60-1	Subject: **UNIFORM FILE ORGANIZATION**	
Chapter: RESIDENT RECORDS		Page 1 of 3
Applicable ACA Standards:		Revision Date: 03/11/10
Signature: */s/ Kenneth McGuire*		Effective Date: 01/01/10
Signature: */s/ Steve Gibson*		

I.   CENTERS DIRECTIVE:

Youth Transitions Centers (Centers) employees will follow established procedures to maintain uniform field files for each youth placed in the Centers. This procedure will be reviewed annually.

II.   DEFINITIONS:

Case Plan Section - materials that guide and direct the officer's approach to supervising youth. These coordinate with parole and other assessment tools and strategies for supervising youth.

Evaluation/Treatment Section - clinical, educational, mental and chemical dependency evaluation and progress reports.

File Section - divided sections within the file to assist in finding materials easily.

Legal Section - the Youth Court orders, law enforcement reports or other evidentiary materials that may impact a youth's legal status.

Parole Section - a section used for documents that impact day-to-day supervision of youth on parole.

Probation Information Section - materials gathered by the Juvenile Probation Officer prior to a commitment to DOC.

Secure Care Section - secure care facility reports and clinical materials generated on behalf of the youth.

Sub-dividers - subsections within the content of the larger section to assist in finding data quickly.

III.   PROCEDURE:

A.   All entries in the master file must be dated and initialed by the author of the entry.

B.   Resident files will be organized in a six-sectioned folder**.** Files will be labeled with Name, Social Security Number, Juvenile Offender Number, Date of Birth, Date of Commitment, and Date of Emancipation. Information shall be organized chronologically into the

following categories, with the most current documents on top in each section. All categories must have sub-section dividers.

1. **General Information**
   a. Birth Certificate
   b. Social Security Information
   c. YMS Face Sheet

2. **Case Plan**
   a. Case Plan
   b. YLS/CMI
   c. Case Progress Reviews
   d. Discharge Summary
   e. Periodic Reviews
   f. Completed Case File Audits

3. **Medical**
   a. Referrals
   b. Immunization Records
   c. Releases
   d. Medical/Dental Health Data (after release)
   e. Evaluations/Mental Health
   f. Daily Medication Log

4. **Legal**
   a. Court Order
   b. Parole Agreement/Amendments
   c. Intervention Agreements
   d. Substance Issues
      i. UA/BA Results
   e. Police Reports/Citations
   f. Restitution/Community Service
   g. Probation Information
   h. Other
      i. Recommendations to the Court
      ii. Field Investigation Report (if applicable)

5. **Secure Care**
   a. Facility Face Sheet
   b. Facility Case Progress Reviews
   c. Facility YLS/CMI
   d. Facility Identification Pages
   e. Team Contact List
   f. Field Investigation Request

       g.   Other

6.   **Program**
    a.   School
        i.   CST/IEP (Child Study Team/Individual Education Plan)
    b.   Chronological Log (after release)
    c.   YTC Rules Sign Off Sheet
    d.   Re-Entry Team Meeting
    e.   Daily Achievement Record
    f.   Other
        i.   Travel Permits
        ii.   Home on Leave Requests
        iii.   Staff Notes

C.   Sections will be separated by a designated color. Subsections will be separated by a different designated color than that of Sections.

D.   Youth files will be reviewed periodically by a Correctional Officer II. They will be audited monthly by the facility director, or designee, using a YTC Case File Audit [YTC 60-1 (A)].

IV.   CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V.   REFERENCES:

None

VI.   ATTACHMENTS:

YTC 60-1 (A) YTC Case File Audit